


## Appendix B

### Commonwealth of Virginia Database Index Reporting Form

1. <b>Public Body Name &amp; Numeric Code:</b> Virginia Department of Agriculture and Consumer Services, Division of Consumer Protection, Office of Consumer Affairs 2. <b>Database Title:</b> Monthly Statistics for Dispute Resolution Unit Database Acronym: None	4. <b>Point of Contact:</b> A. Alvarez 5. <b>Phone Number:</b> (804) 786-1308 6. <b>Signature &amp; Date:</b>  6/11/99
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7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

Monthly Statistics for Dispute Resolution Unit is the database maintained to display the monthly workload for the Dispute Resolution Unit of the Office of Consumer Affairs. Categories include: workload analysis, cases closed, closure rate, end of month open cases, and value of recoveries.

*Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.*

8. **Date of Last Update:** 6/7/99 | 9. **Frequency of Update:** \_\_\_ Daily, \_\_\_ Weekly, x Monthly, Other:

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. <b>Format :</b> Excel Spreadsheet	b. <b>Cost</b>  N/A
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Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark). 5/30/97